



Job Opportunity

State Controller's Office

Position: Senior Information Systems Analyst (Specialist), or
Staff Information System Analyst
(This is a 12-month limited-term position.)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: 05/06/04

Final Filing Date: Until Filled

Contact/Telephone:

Terry Bridges, (916) 322-8104

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. Priority will be given to SROA/Surplus.

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1337-XXX
051-221-1312-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction from the 21st Century Project Technology Manager (DPM IV), the incumbent has a leadership responsibility in the development of Information Technology (IT) goals, principles, requirements and processes used in the selection and implementation of a new statewide Human Resource Management/Payroll System. Responsibilities include technical and systems analysis of current practices to identify areas where technology solutions can be applied to improve operational efficiency and service. Provides technical expertise and leadership in the development of a Request for Proposal (RFP) to evaluate and select the 21st Century Project system integrator. Participates as a member of the technical evaluation team involved in the selection of the Commercial Off-the-Shelf (COTS) software and system integrator vendors. As a member of the 21st Century Project team, performs complex technical assignments associated with the HRMS/Payroll System integration. This position provides technical leadership to a multi-disciplined project team with membership derived from within/outside the State Controller's Office.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Working with business analysts and managers: reviews the most complex business processes and policies to define appropriate uses of technical solutions, and defines system technical requirements and evaluation criteria. Participates as a part of the team responsible for evaluating and analyzing technical proposals and selecting the best value that meets the COTS software and system integration requirements for the State's new Human Resource Management Payroll System.
- Working with a multi-disciplined project team: performs complex system integration activities and tasks related to the Human Resource Management/Payroll System's technical requirement definitions,



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technical design, configuration and operation. Reviews the most complex technical products for accuracy, completeness and timeliness. Insures all technical proposals, designs and products are consistent with the State Controller's Office IT goals, principles and standards. With the assistance and guidance of the System Integration vendor, facilitates the technical integration and implementation of the system throughout all organizations involved with the project.

- Working with a multi-disciplined project team: plans, schedules and assumes a leadership role in defining complex technical activities and tasks, resources and priorities related to the procurement and integration of the new Human Resource Management/Payroll System. Provides technical coordination and collaboration of project plans with participating organizations. Monitors project schedules, provides direction and feedback to keep the project on schedule, and provides progress reports to management.
- Researches and evaluates technologies to determine their applicability and consistency with the State Controller's Office IT strategic plan and the 21st Century Project's goals, objectives and principles. Consults with technical staff at the data centers, participating departments and vendors to assess and evaluate the technical aspects of the proposed Human Resource Management/Payroll System.

Desirable Qualifications:

- Excellent written and oral communication skills;
- Proven leader of a multi-disciplined team;
- Excellent analytical and interpersonal skills;
- Able to easily adapt to change and perform effectively under pressure;
- Able and willing to accept new responsibilities and develop the knowledge and skills needed to succeed;
- Knowledge of the planning, design, implementation and use of automated systems;
- Familiarity with an integrated application development environment, i.e., J2EE, MicroSoft.net;
- Knowledge of industry-recognized systems development methodology;
- Experience working on large software application development projects;
- Able to create and sustain cooperative working relationships;
- Patience, tact, reliability and dependability.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources Office

P.O. Box 942850, Room 619

Sacramento, CA 94250-5878

Attn: Denise Cruz